

Step Forward Activities, Inc.

*** POSITION DESCRIPTION***

Day Program Supervisor

PURPOSE OF POSITION: Oversees the daily operation of the Day Program. Works with Direct Support Professionals to insure on-going meaningful activities with a focus on community integration and skills building. Maintains consistent philosophy with Residential Managers to insure the quality of care for all supported individuals. Insures adequate staff scheduling. Follows Behavior Specialist's guidance in implementing ISP and Behavior Support goals.

ESSENTIAL FUNCTIONS:

- Implements staff supports necessary to maintain meaningful wage labor contracts and off-site employment opportunities.
- Oversees and is responsible for the smooth and efficient daily operations of the Day Program.
- Participate in on-going staff recruitment, orientation and training.
- Maintains certain regulatory standards such as Federal Wage and Hour, Mental Health Division, OSHA, Oregon Vocational Rehabilitation Division, HCBS rules, in the Activity Center, including general safety and sanitation.
- Works closely and cooperatively with Behavior Specialist, Residential Managers, Production Technician, Supported Living Coordinator, and Case Managers to insure individuals' opportunities that promote community integration, independence and choice in programming.
- Maintains positive relations with various community agencies, staff, businesses, and institutions.
- Follow the guidance of the Behavior Specialist to insure the implementation of ISP goals and tracking methods.
- Ensure compliance with Service Agreements/ISP's by training staff to follow all ISP and support documents, and Positive Behavior Support Plans as outlined by the Plan of Care Coordinator.
- Supervises Day Program employees, insuring adequate staffing for supported individuals at all times during Day Program hours.
- Serves as part of the management team.

OTHER RESPONSIBILITIES:

- Substitutes for absent staff when necessary.
- Cooperates with Employment Specialist Supervisor and Executive Director to maintain required program licensing.
- Maintains attendance records.
- Is responsible for the delegation of certain duties to staff as appropriate, such as job placement, to enhance the team approach.
- Be flexible in scheduling to include changes with regard to when, where, and what duties will be performed as a result of changing program needs and individuals' requirements.
- Adheres to the State of Oregon Administrative Rules, Step Forward Activities, Inc. Personnel Policies and Procedures Manual.
- Performs other duties as assigned.

Day Program Supervisor - Non Exempt

Updated: 2/3/2020

Step Forward Activities, Inc.

*** POSITION DESCRIPTION***

Day Program Supervisor

- Maintains confidentiality of written and verbal information pertaining to Step Forward Activities, Inc., its program participants, staff and management.

REQUIRED ABILITIES AND CONDUCT:

- Knowledge of the English language sufficient to read, write, speak, and otherwise interact with individuals and staff to perform the duties of the job as described herein, and complete documents as required by State and Federal laws and regulations.
- Knowledge of Developmental Disabilities funding and service agencies.
- Positive, supportive, and cooperative behavior in interacting with program participants, co-workers, contract workers, supervisors, and management.
- Ability to model appropriate behavior management techniques to peers and staff.
- Respect for people with developmental disabilities as adult individuals.
- Ability to work with people in situations which may result in verbal and/or physical insult and to participate in action training to prevent the same.
- Ability to physically assist a program participant who may need lifting as a result of a fall, or need physical assistance. As well as other lifting as may be required.
- Ability to develop procedures for maintaining and using records, i.e., client data, regulatory standards, personnel records, physical plant data, etc.

QUALIFICATIONS:

- Have a minimum of one-year experience working with people disabilities.
- Be proficient in operating a PC and software including: MS Word, & Excel, Adobe Acrobat Reader, Google Suite.
- Experience in personnel procedures and decision making.
- Possess a valid Oregon driver's license.
- Pass various mandated tests, including criminal background investigation, and others as may be deemed necessary.

PERFORMANCE STANDARDS:

- Works scheduled days and hours.
- Works professionally and harmoniously with co-workers, supervisors, support personnel, and supported individuals.
- Makes good use of time, completing assigned tasks in a timely manner.
- Demonstrates proper and safe use of facility equipment and vehicles.
- Utilizes a positive and constructive attitude toward resolution of problems and conflicts.
- Accepts direction, criticism, and supervision from supervisor.
- Demonstrates ability to remain calm in demanding situations.
- Ability to work within and promote the teamwork philosophy as outlined by Step Forward Activities, Inc. and its management.
- Ability to work without close supervision.

SUPERVISOR: EXECUTIVE DIRECTOR

Day Program Supervisor - Non Exempt

Updated: 2/3/2020